



Category 3 Plan Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: _____

Applications are due on Mondays at 2:00 p.m. in order to be processed that week. Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Project Information:

Project Description (e.g.,
retail center and office
development, etc.):

Project Name:

Primary Project Address:

Additional Address(es):

Primary Parcel ID:

Additional Parcel ID(s):

of Residential Units:

Commercial Square Footage:

Proposed Use:

Existing Use:

Existing Zoning District:

Existing Form District:

Deed Book(s) / Page Numbers²:

The subject property contains _____ acres.

Number of Adjoining Property Owners:

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)*¹ ☐ Yes ☐ No

If yes, please list the docket/case numbers:

Docket/Case #:

Docket/Case #:

Docket/Case #:

Docket/Case #:

Contact Information:

Owner: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Owner Signature (required): _____

Applicant: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Attorney: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Plan prepared by: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Certification Statement: A certification statement **must be submitted** with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Please submit the completed application along with the following items:

Project application and description

- ☐ Land Development Report¹
- ☐ A copy of the current recorded deed² (*must show "End of Document" stamp on last page*)
- ☐ Letter of explanation for the proposed development

Site plan (please refer to the site plan requirements on page 4)

- ☐ Ten copies of the site plan, 24" x 36" or other appropriate size to legibly convey the site plan requirements. All plans should be folded no larger than 9" x 9" with the bottom right corner as the front.
- ☐ One set of renderings of the building(s) proposed for the site. The rendering must contain views of **ALL** sides of the building(s).

Mailing labels to notify Adjoining Property Owners (APOs)³

- ☐ One set of mailing label sheets for: 1st tier APOs and those listed on the application
- ☐ One copy of the APO mailing label sheets
- ☐ If the site is in the Portland Neighborhood, it is recommended that the applicant meet with Portland Now for approval before submitting this application:
Portland Now
c/o Gary Watrous
2711 W. Main St.
Louisville, KY 40212
(502) 776-7007
watrousoffice@aol.com

Fee (Cash, charge or check made payable to the Department of Codes & Regulations)

- ☐ Application Fee: \$ 270.00
Clerk's Fee: \$ 25.50
(*If two or more applications are submitted simultaneously for the same site, only one Clerk's Fee is required.*)
- ☐ Notice Fee: \$1 per Adjoining Property Owner

Resources:

1. Detailed instructions to obtain a Land Development Report are available online at:
<http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at:
<http://www.landrecords.jcc.ky.gov/records/S0Search.html>
3. Property ownership information can be found at the Property Valuation Administrator (PVA) office at 531 Court Place, Suite 504. Instructions to obtain APO information: <http://www.louisvilleky.gov/PlanningDesign/APO>

Site Plan Requirements:

Plans must be drawn to engineer's scale

Description

- ☐ Owner's name and address
- ☐ Developer's name and address
- ☐ Engineer's name and address
- ☐ Site Address
- ☐ Tax block and lot number
- ☐ Zoning of property
- ☐ Zoning of adjacent properties
- ☐ Existing Use
- ☐ Proposed Use
- ☐ Plan date
- ☐ Revision date

Map Elements

- ☐ North Arrow
- ☐ Vicinity Map
- ☐ Legend
- ☐ Plan Scale

Site Information & Labels

- ☐ Street names
- ☐ Property lines with dimensions (new lots shall show bearings)
- ☐ Location, ownership, deed book & page of all adjacent property owners
- ☐ Form District boundaries and transition zones shown if required by regulations

Project Plan

- ☐ Right of way / sidewalks (with widths shown)
- ☐ Existing and/or proposed structures shown and identified
- ☐ Gross building footprint area
- ☐ Gross floor area of buildings
- ☐ Net and gross acreage of site
- ☐ Height of structures
- ☐ Off-street loading areas if applicable
- ☐ Accessory structures shown with required screening if applicable
- ☐ ILA/VUA calculations (may be shown on tree canopy plan) if applicable
- ☐ Landscape buffer areas in accordance with Chapter 10 of the LDC
- ☐ Parking calculations (minimums and maximums)
- ☐ Required building setbacks with dimensions
- ☐ Net and gross density, and number of dwelling units
- ☐ Typical dimensions of parking spaces and aisles

MSD Requirements *(All items shall be checked as included or marked N/A)*

- ☐ Existing MSD Easements
- ☐ Proposed MSD Easements
- ☐ MSD Standard EPSC notes
- ☐ SUB/WM number
- ☐ Landscape Buffer Areas/WPAs
- ☐ Downstream Facilities Capacity Request
- ☐ Existing Storm & Sanitary Sewer Systems
- ☐ Topography of Site + Minimum 50' beyond property lines
- ☐ Concept Drainage (i.e. proposed storm pipes, ditches, swales, and drainage flow arrows)
- ☐ Detention Basin Location, with outlet identified & MSD easement shown for basin
- ☐ Concept Sanitary Sewers (i.e. lateral extension or location of property service connection) & identification of outlet system
- ☐ Name of sewage treatment plant serving site
- ☐ Preliminary detention calculation ($x=CRA/12$) including basin surface area, depth, volume required and volume provided
- ☐ Limits of FEMA and/or Local Regulatory Floodplains, if applicable
- ☐ Approximate increase or reduction in impervious area, in square feet